

~~CONFIDENTIAL~~

17 JAN 1957

MEMORANDUM FOR: Chief, Plans Staff

SUBJECT: Investigation into Accidental Death or
Serious Injury of Agency Employees

1. The Deputy Director (Support) has asked this Office to establish a procedure for obtaining reports of investigations or inquiries whenever an employee of the Agency, particularly those serving overseas, is accidentally killed or seriously injured.

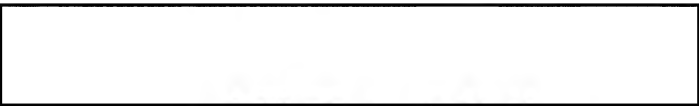
2. It is recognized that in many, if not most, cases the cover facility will conduct an investigation or that local police authorities will make an inquiry. In such cases a copy of the report of such investigation or inquiry would be satisfactory. However, in the absence of such a report, it would be necessary for the Agency to conduct its own investigation.

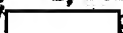
3. Col. White was interested in relating this requirement to the published regulation on Employee Emergencies and has asked this Office to take the initiative in its development. Other offices of concern, notably the Office of Security, should be fully consulted.

4. It is requested that the Plans Staff take responsibility for the development of this procedure and its ultimate incorporation in an Agency regulation. Initially it is suggested that it be issued as a notice or a dispatch in order to expedite getting it to the field. The Casualty Affairs Branch, Benefits and Casualty Division is being furnished a copy of this memorandum with the request that they participate in this project.

5. It is requested that this project be completed as soon as possible. If any substantial delay is encountered, please advise this office as to the problems involved.

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HARRISON G. REYNOLDS
Director of Personnel

O&I - Addressee
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